



City of Fort Lauderdale

Department of Sustainable Development

Code Compliance Division

Vacation Rental Document Checklist

Property Address

Business Tax ID

Date Received

of Units

Required Documents (Check All Items Submitted)

Completed and signed vacation rental application

If there are multiple units, a separate application must be submitted for each unit or a letter stating the other units are not vacation rentals will be submitted. Four units or less entirely under one (1) roof requires only one application

Lease agreement that includes information required in City of Fort Lauderdale Ordinance C-15-26 Section 15-278

Proof of Property Ownership (BCPA or Sunbiz)

Authorization letter if the application is being submitted on behalf of the owner of the property by his or her authorized representative.

A sketch or photograph to indicate the # of parking spaces. "No On-Street Parking" should be printed on the photograph or sketch.

Proof of licensure with the Florida Department of Business and Professional Regulation for a transient public lodging establishment.

Proof of registration with the Florida Department of Revenue for sales tax collection.

Proof of Broward County Business Tax Receipt

Proof of registration with Broward County for Tourist Development Tax.

Notarized City of Fort Lauderdale Business Tax Application.

A copy of building permit for carbon monoxide & smoke detection notification system

Confirmation receipt email sent to applicant

Other

Inspector

Missing forms are due by: